

	State of Alaska Department of Corrections Policies and Procedures	Index #: 811.14	Page 1 of 2	
		Effective: 2/13/2014	Reviewed:	
		Distribution: Public	Due for Rev:	2/2018
	Chapter:	Reception and Orientation		
Subject:	Prisoner Transfer			

I. Authority

In accordance with 22 AAC 05.155, the Department will maintain a manual comprised of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.

II. References

Alaska Statutes
33:30.011

III. Purpose

To establish procedures for processing both in-state and out-of-state prisoner transfers.

IV. Application

To all employees.

V. Definitions

None.

VI. Policy

Transfers of prisoners in or out of an institution shall be processed according to the procedures in this policy.

VII. Procedures

- A. All interstate transfers shall be processed as a regular remand per Policy & Procedure 811.01 [Authority to Admit].
- B. Prisoner Transfer:
 1. When transferring a prisoner to another institution, the procedure will include the following:
 - a. Prisoners will be searched according to P&P 1208.08 [Searches of Prisoners and Institutional Areas].
 - b. Officers will make appropriate entries in ACOMS, including a current photo.
 - c. Prisoners will see Medical in accordance to P&P 807.02 [Access to Health Care Services] and P&P 807.14 [Health Examinations].
 - d. Prisoners will be assigned clothing according to P&P 806.04 [Prisoner Uniforms].
 - e. Prisoner will be transported according to P&P 1208.15 [Transportation of Prisoners].
 - f. Prisoner property and/or funds will be processed according to P&P 811.05 [Prisoner Personal Property] and transferred according to P&P 302.12 [Prisoner Accounts].
 2. Prisoner Medical Files, approved medical equipment and current medications, and the Active Institutional File shall transfer with the prisoner.
 3. A transfer out-of-state will be processed as a regular transfer except all prisoner case records will be forwarded to Central Classification or Central Records, as appropriate, according to P&P 602.01 [Prisoner Case Record Management] and P&P 807.06 [Health Care Record].

VIII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. The Manager of each facility shall incorporate the contents of this document into local policy and procedure within 14 days.

2/13/2014

Date

SIGNATURE ON FILE

Joseph D. Schmidt, Commissioner
Department of Corrections

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